Reply to
Attn. of: SERO Policy   August 1, 2002

Subject: CACFP Policy Number 226.19-10: Afterschool At Risk Suppers Data Reporting on the FNS-44

To: All State Directors
          Child and Adult Care Food Program (CACFP)
     Southeast Region

This memorandum provides the mechanism for reporting suppers in the afterschool at risk care programs. Currently, there are no Southeast Region States authorized to provide suppers in the afterschool at risk portion of the CACFP. Please file this policy memorandum for future reference in the event that the Program is expanded to additional States.

As an alternative to mailing a separate paper form to FNS headquarters, the following system has been developed to report suppers served in the afterschool at risk care programs in authorized States. This alternative uses the REMARKS section of the State Cooperative Data Exchange (SCDEX) electronic FNS-44 data submission.

Provided below are the instructions for the submission of participation and meal data for At-Risk Suppers along with the coding system.

1.   This data must be reported with the FINAL, 90-day FNS-44 submitted to the Food and Nutrition Service for the claim month. Submission of the data on the 30-day report is not necessary.

2.   The schedule for the submission of At-Risk Supper data is as follows:

       Numbers of Suppers: Monthly

       Number of Institutions: October and March reports only
       Number of Sites: October and March reports only
       Average Daily Attendance: October and March reports only

3.   Report the number of institutions which sponsored At-Risk Supper programs, the number of sites which served At-Risk Suppers, the Average Daily Attendance (ADA) in At-Risk Supper programs, and the number of At-Risk Suppers reported in Part E, Lines 40, 41 and 42, Column A of the FNS-44.

       A. For the number of institutions that sponsored At-Risk Supper programs please use

B. the code "SPON" immediately followed by the number of institutions. For example, a State with 28 institutions would be coded as: SPON 28

C. For the number of sites that served At-Risk Suppers please use the code "SITES" immediately followed by the number of sites. For example, a State with 67 sites would be coded as: SITES 67

D. For the Average Daily Attendance in At-Risk Supper programs please use the code "ADA" immediately followed by the Average Daily Attendance. For example, a State with an Average Daily Attendance of 391 would be coded as: ADA 391

E. For the number of At-Risk Suppers claimed please use the code "SUPPERS" immediately followed by the number of suppers claimed. For example, a State with 4,822 suppers would be coded as: SUPPERS 4822 [Note, please do not use a comma when reporting numbers higher than 999.)

F. The REMARKS section of the FNS-44 should look like this, if the State were reporting the example data above in March and October:

SPON 28 SITES 67 ADA 391 SUPPERS 4822

For all other months, the REMARKS section of the FNS-44 should look like this:

SUPPERS 4822

4. For the October and March reporting, do not include any At-Risk sponsors and sites which sponsored/served snacks but not suppers. If the sites served both snacks and suppers, report the ADA for the supper segment of the program only.

5. For the October and March reporting on Lines 11, 12, and 13, Column D of the FNS-44, report unduplicated counts of sponsors, sites and ADA for all institutions participating as At-Risk Programs (both snack and suppers). Each institution and/or site should be reported only once, whether it sponsored/served only snacks, only suppers, or both.

The REMARKS section of the FNS-44 screen allows the entry of 69 characters, which should be sufficient to report all at-risk supper activity in the format described above. The REMARKS section for the FNS-44 appears on the SCDEX data entry screen 1.

Reporting on the FNS-44 should begin with the **90-day report for the March 2002** claim month. If you have any questions, please contact Child, Adult, and Summer Nutrition Programs Section.

CHARLIE SIMMONS
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Special Nutrition Programs